



CHRA Korea Region HRDD
“HOW TO” TUTORIAL



HOW TO LOG ON TO CHIRTAS

Civilian Human Resource Training Application System (CHRTAS) - Microsoft Internet Explorer provided by Korea Region CPOC

File Edit View Favorites Tools Help

Address <https://www.atrrs.army.mil/channels/chrtas/default.asp>

Civilian Human Resource Training Application System - CHRTAS

Main Menu

Student Functions

- Create/Update Student Profile
- Prepare Application
- Course Search
- Review / Edit Applications
- Resend Approval Request Email
- Create / Edit Travel Worksheets
- Request Cancellation
- Logoff

Supervisor Functions

- Supervisor Review/Approval

Site Coordinator Functions

- Request YTT/DL Broadcast

Help

- Build a Profile (Short Tutorial)
- Apply for Training (Short Tutorial)
- Submit a Travel Worksheet (Short Tutorial)
- Create a Student Profile (MS Powerpoint .52MB)
- Apply For Training (MS Powerpoint .79MB)
- Supervisory Review of Training Requests (MS Powerpoint .21MB)
- Apply for Travel (MS Powerpoint 2.58MB)
- Contact Help Desk



On the CHRTAS* Main Menu, click on (any) function you wish to perform

YOU MUST CREATE A STUDENT PROFILE FIRST BEFORE YOU REGISTER FOR ANY CLASS.

Attention Local National employees: Use your SSN (FIN) and Date of Birth to log in to CHRTAS. Do not use your CAC card.

The profile requires your Email address and other information beyond your SSN and Date of Birth.

Warning & Usage Statement
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23 Mar 2006
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14 Mar 2006
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14 Sep 2005
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start 10:23 AM

***Quick Link to CHRTAS**

<https://www.atrrs.army.mil/channels/chrtas/default.asp>

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**The sign in box appears.
Click the "Please select your category" arrow**

Please sign in below

Please select your category ▼

Sign In Options

☐ CAC ☐ AKO User ID ☐ SSN and DOB

[What is CAC?](#) [What is AKO?](#)

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start EN CHRTAS... CHRTAS Civilian ... Microsof... 10:25 AM

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Please sign in below:

Please select your category

☐ CAC

☐ DOB

Army

Air Force

Navy

Marine Corps

Other DOD Civilians

DOD Contractor

Non-DOD Contractor

Non-DOD Civilian

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Click on "Army"

start

EN

CHRTAS... CHRTAS Civilian ... Microsof...

Internet

10:26 AM

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Army

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[What is CAC?](#) [What is AKO?](#)

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Then choose the sign in option you wish to use

NOTE: KN employees should use the "SSN and DOB" option (See Announcement , posted 1 Aug 06, CHRTAS Main Menu)

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Please sign in below:

Please select your category

Sign In Options

☐ CAC ☐ AKO User ID ☒ SSN and DOB

Social Security No: - -

Date of birth: / /

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[Logon!](#)

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For the "SSN and DOB" option click here

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☐ CAC ☐ AKO User ID ☒ SSN and DOB

Social Security No: 555 5555

Date of birth:

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Internet 10:33 AM

NOTE: KN employees enter your Employee ID Number. It has a letter in the 5th digit position. It is printed on all your SF-50s, Item 2.

Then enter your SSN

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☐ CAC ☐ SSN and DOB

Options

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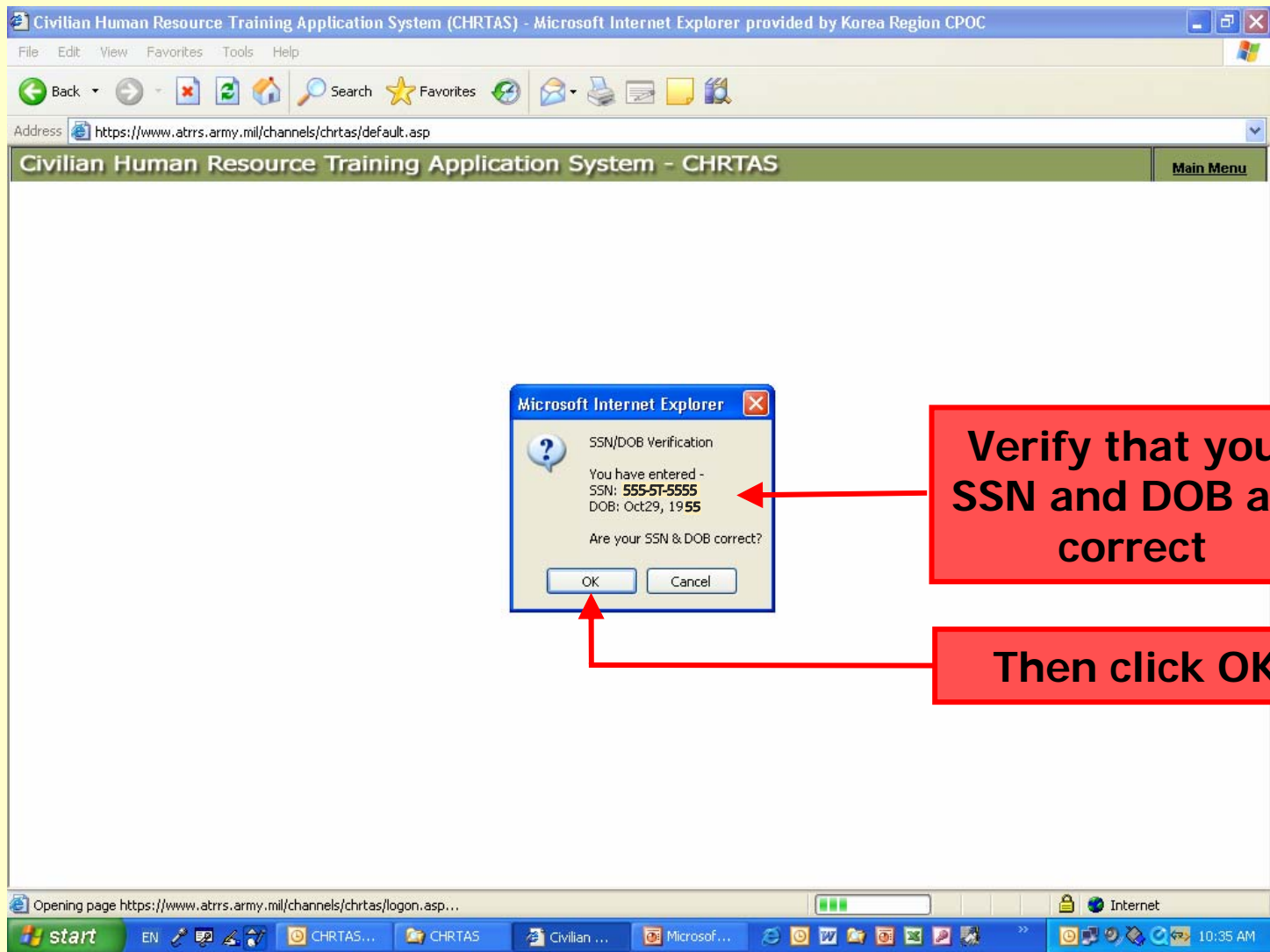
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Next, use the menus to enter the month, day and year of your DOB

Then click Logon!



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Civilian Human Resource Training Application System - CHRTAS

8/2/2006

CHRTAS Application System



Welcome to the Civilian Human Resource Training Application System (CHRTAS)

You have selected to logon as the member of the organization displayed below:

Army

Selecting the wrong organization may adversely affect your application(s) for training.
If your selection is incorrect, Press the 'Go Back' button to correct your selection.

To continue, press the 'Continue' button below:

<< Go Back
Continue >>

Questions? Problems? Suggestions? Please email us now.

Done

start EN CHRTAS... CHRTAS Civilian ... Microsof... 10:36 AM

"Army" should appear here

**Click
Continue >>**

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You are returned to the Main Menu. Click again on the function you wish to perform

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